



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-ZA

20 July 2006

MEMORANDUM FOR SEE DISTRUBITION

SUBJECT: Policy Memorandum #2-9, Organizational Clothing and Individual Equipment (OCIE) Pick-up Procedures

1. REFERENCES:

- a. AE Reg. 612-1, Central In and Out-processing, 9 Mar 95
- b. AE Command Policy Letter #13, 4 May 03

2. PURPOSE: To ensure Soldiers fully in-process, are ready to integrate and be fully functional in their new units and to avoid any unnecessary delays in the individual's in-processing schedule.

3. POLICY: The Central Processing Facility (CPF) policy for OCIE issue is:

- a. On in-processing day 2, Soldiers will receive an appointment by the CPF to pick-up their OCIE. OCIE pick-up is on the 12th day of the In-Processing Phase (see AE Reg. 612-1).


- b. In the event of a missed appointment by any Soldier, the CPF Manager will contact the Soldier's chain of command. This includes Rear Detachment Commanders and/or 1SGs.

- c. The CPF Manager will reschedule the Soldier for a second OCIE appointment. By passing this information to the unit, the Soldier's unit is responsible for making sure the Soldier gets the information so he/she does not miss the appointment a second time.

- d. If the Soldier fails to pick-up OCIE the second time, and is a "no-show" on the OCIE roster, it is the unit's responsibility to reschedule OCIE pick-up. This will consist of having the Soldier come to the CPF regardless of rank with their supervisor. At this time the CPF will give a third and final OCIE issue appointment.

4. Point of contact is the CPF Manager, 354-6922.

"Pride, Professionalism, Teamwork"


ANTHONY E. HAAGER
LTC, QM
Commanding

DISTRIBUTION:
A

~~This Policy Memorandum supersedes Policy Memorandum #2-9, dated 23 OCT 04, and remains in effect until superseded or rescinded.~~